

## Set Fees

Community associations often charge fees to their membership. Depending on the association, the assessments may be paid monthly, quarterly, or annually. Keep in mind that fees can be a barrier to participation for some when determining fee amount.

At a minimum, fees should cover such costs as:

- Printing materials
- Website hosting
- Food and drinks for meetings
- Room rentals
- Insurance

Some associations offer expanded services to their communities. These fees may be optional to those who opt to receive them. Expanded services can include:

- Landscape and maintenance of common areas
- Social Activities
- Security patrols
- Fees for amenities (pool, tennis court, golf course, exercise room, etc...)

### **Tips for the Treasurer**

**Open an account with a local bank.**

**Hire an accountant to audit finances annually.**

**Require a second signature to act as a security measure and prevent fraud.**

**Determine fees/dues, based on actual needs.**